

Creating a GREAT Handshake Profile

NAME & PHOTO

Some information will be completed for you. Check to make sure everything is correct.



TIP: Profiles are 7x more likely to be viewed when there is a photo. Your photo should be current, professional, and simple.

LOOKING FOR (CAREER GOALS)

Select industry areas that you want to explore. Choose at least two. You can also select specific roles or locations to receive notifications about new postings that match your interests.



TIP: Turn on your notifications to receive upcoming event alerts based on your career interests.

SUMMARY

Think of this section as a place for your pitch to introduce yourself to employers and other students.



TIP: Mention your goals. For example, "I am looking to find a software engineering summer internship."

SKILLS (ONE REQUIRED)

Either type in a skill or select some suggested skills. Add language skills, technical skills, and any certifications you hold.



TIP: Employers can search for candidates by skills. If you make your profile public, employers may contact you if you match a skill they are looking for.

WORK EXPERIENCE (ONE REQUIRED)

Use bulleted statements for maximum effect and begin each description statement with an action verb.



TIP: It is a good idea to organize experiences in reverse chronological order, similar to how you would on a resume.

EDUCATION

List all schools you are currently attending or have graduated from.



TIP: It is up to you whether or not to hide your GPA. Some employers require a minimum GPA to be considered for a position.

ORGANIZATIONS (ONE REQUIRED)

Include volunteer work, service learning, community organizations, Wake Tech organizations and clubs.



TIP: Remember, employers do not know of all organizations, so be sure to clarify that and your specific involvement in the description.